Welcome

2004 Combined Federal Campaign-Overseas Volunteer Training

"Think of giving not as a duty but as a privilege."

Training Objectives

- What is the Combined Federal Campaign-Overseas?
- Who do we contact for help?
- How do we publicize our campaign?
- Where do we get materials/supplies?
- How do we solicit potential contributors and use the brochure and pledge card?
- What are this year's contributor/unit awards and criteria?
- How do we account for and turn in donations?

Training Packet Contents

- Training Guide
- Sample Contributor Brochure
- Pledge Card
- Keyperson Report Envelope
- Unit Coordinator Report Envelope
- Training Evaluation

- Commands
  - Central
  - European
  - Pacific
  - Southern

- 2004 Campaign Dates
  4 October to 3 Decembe

What is the CFC?

- An American tradition
- Donor designation charita drive
- Exclusively for federal employees
- In the workplace
- Once a year

CFC Structure
Who Participates?

- Campaign Co-Chairmen
  Secretary of Defense Donald H. Rumsfeld
  Chairman of the Joint Chiefs General Richard B. Myers
- Department of Defense–Local Federal Coordinating Committee (DoD/LFCC)
- Campaign Management Organization (PCFO)
- Combatant Command Program Manager (European,Pacific,Central,Southern)
- Component CFC Manager
- Community/Area Project Officer (CAPO)
  - Unit Coordinator
    - Keyperson
    - Contributor

Who benefits from the CFC?

About CFC

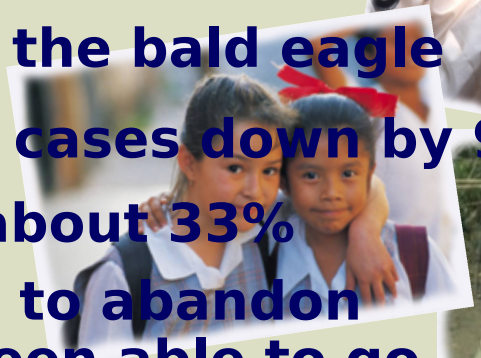
- Combined Federal Campaign is the largest workplace campaign raising over $249 million
- 340 Combined Federal Campaigns
- $14.1 million pledged during the 2003 CFC-O
- CFC-O raises 5% of the total yet represents 2% of the federal workforce

2003 CFC Statistics
USAREUR 26th ASG

Installation	Total Pledges	Average Gift	% Participation
411th BSB Heidelberg	$282,493	$216	34%
293rd BSB Mannheim	$192,506	$124	47%
233rd BSB Darmstadt	$76,201	$140	31%
415th BSB Kaiserslautern	$240,853	$162	29%
26th ASG Total	$792,053	$162	35%
Total USAREUR	*$2,350,326*	*$129*	*39%*

Charitable giving has made a world of difference!

- **Three million children saved each year due to immunizations**
- **Literacy rates up 33% worldwide**
- **Hundreds of animal and plant species saved from extinction,**
  including our nation's symbol, the bald eagle
- **Smallpox eradicated and polio cases down by 99%**
- **Life expectancy increased by about 33%**
- **Many displaced people, forced to abandon their homes for safety, have been able to go back to their own countries and communities**

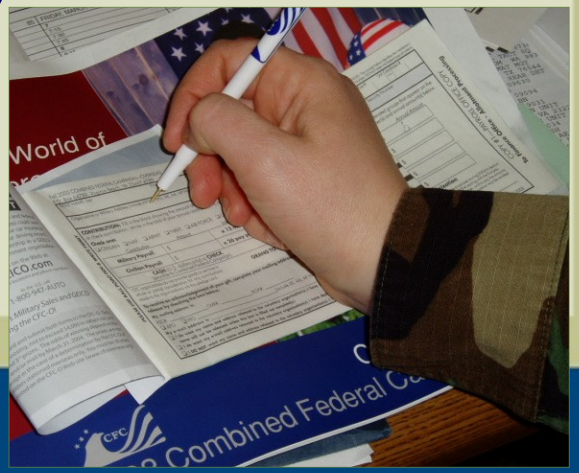


Make a World of Differenc

CFC Three Main Benefits

- ***Quality***
  - OPM screens charities
  - OPM Guidelines
  - 5035.5 DoD Instruction
  - Service Regulations
    - Army: AR 600-29
    - Navy: Secretary of the Navy
      - Instruction 5340.60
    - Air Force: AFI 36-3101

- ***Economy***
  - Low overhead
  - Payroll deduction
- ***Choice***
  - Over 1,500 charities
  - Family Support & Youth Programs (FSYP)



FSYP

Family Support & Youth Programs

- Over $523,000 returned to overseas installations from 2003 CFC-O

- It's Your Local Charity! Designate FSYP and see the return to your community

Make a World of Differenc

Publicity

- Campaign video
- CFC-O posters
- E-mail tags
- Kick-off events

CFC-O Website

www.cfcoverseas.org

"One Stop" resou
for donors and volunteers

Contributor Recognition
Eagle Club Awards

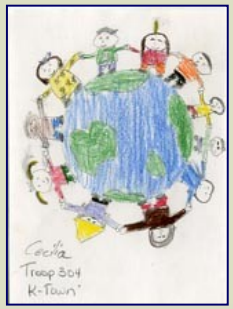
- ***Bronze Eagle Award***
  - **$150-$499**
  - **Everyday Heroes Calendar**
- ***Silver Eagle Award***
  - **$500-$999**
  - **Patriotic Pen & Key Chain Set**
- ***Gold Eagle Award***
  - **$1,000-$2,499**
  - **Globe Post-It Holder**
- ***Platinum Eagle Award***
  - **$2,500 and above**
  - **Globe Desk Clock**

Contributor Recognition

- ***Operation Thank You***
  - **Community Service Project with the Girl Scouts**
  - **Nearly 200 scouts participated in 2003**
  - **13,000+ post cards mailed April 2004**

1st Place

2nd & 3rd Place



Unit/Installation Recognition

- ***Bronze Plaque***
  - **$60 average contribution per potential contributor**
  - **40% participation**
- ***Silver Plaque***
  - **$90 average contribution per potential contributor**
  - **50% participation**

- ***Gold Plaque***
  - **$120 average contribution per potential contributor**
  - **60% participation**
- ***Platinum Plaque***
  - **$200 average contribution per potential contributor**
  - **85% participati**
- ***Special Merit A***

Volunteer Recognition

- **Certificates of Achievement**
- **CFC-O Award Ceremo**

2004

Combined Federal Campaign-Overseas
Certificate of Achievement

For making our world a better place, this award is presented to

J.P. Smith

in grateful appreciation of your commitment, leadership and personal contribution to the 2004 Combined Federal Campaign-Overseas.

Unit Coordinator

- One Unit Coordinator for every 8 Keypersons
- Appoints Keypersons
- Hands-on responsibility
  - Materials
  - Publicity
  - Leadership Support
- Reports to CAPO

Community/Area Project Officer (CAPO)

↓

Unit Coordinator

↓

Keyperson

↓

Contributor

Keyperson
The Key to CFC Success

- **Contacts Donors**
  - Distributes brochures
  - Distributes pledge cards
  - Answers donors' questions
  - Collects contributions
  - Tracks & reports award-level giving
  - Distributes donor awards
  - Thanks donors
- **Reports to Unit Coordinator**

- **Solicitation process**
  One-on-one? Or In a group?
  - Personalize pledge cards
  - Post meeting time & place
  - Show a CFC video
  - Invite your co-workers
- **Follow Up**

Community/Area Project Officer (CAPO)

↓

Unit Coordinator

↓

Keyperson

↓

Contributor

Make a World of Differenc

What your $$ can buy!

1 movie per month for a year

or

12 nights of shelter for a homeless person

What your $$ can buy!

andy bar per week for a year.

or

Provide corn seed to plant, harvest and feed 14 families in need

Make a World of Differenc

Making a World of Difference!

CFC Tools & Materials

- **Guides**
  - **CAPO, Unit Coordinator & Keyperson**
- **Brochure**
  - **General campaign information**
  - **Giving & award information**
  - **Charity list**
  - **Frequently asked questions**
- **Pledge Card**
- **Report Envelopes**
  - **Easy-to-follow guidelines & directions**

Contributor Brochure

- General campaign information
- Giving & award information
- Personal stories
- FAQs
- Tax letter statement
- Alphabetized charity listing with 4-digit charity codes
- Charity descriptions

The Pledge Card

- CAPO number & Unit Coordinator number
- Name release
- Tax verification
- Copy distribution
  - White – Finance/payroll office
  - Yellow – Audit
  - Green – Donor's Thank You copy

The Pledge Card

Fall 2004 COMBINED FEDERAL CAMPAIGN—OVERSEAS
P.O. Box 64789, Virginia Beach, VA 23467-4789

CFC Campaign No. 0995

ATTENTION PAYROLL OFFICES: The number below identifies the installation/area by CFC-0 Project Office Number. DO NOT enter into federal payroll systems.

PRINT NAME Last: CONTRIBUTOR | First: CHRIS | Middle Initial: F | Pay Grade (Optional) | Project Officer #: 0 0 0 | Unit Coordinator #: X X

Organization or Military Address (Include APO or FPO AE, AA or AP NUMBER): H CO 2/52 Armor APO AE 09079 | Work Phone: (000) 012 -1212 | Social Security Number: 000 – 00 - 0000

CONTRIBUTION: Fill in the blank showing the amount of your payroll allotment, cash or check contribution. Write in the total of your annual contribution in the space provided.

Check one:
❑ CIVILIAN ❑ NAF ☒ ARMY ❑ NAVY ❑ AIR FORCE ❑ USMC ❑ USCG

Contribution	Amount	Interval	Total Gift
Military Payroll	$ 50	x 12 months	$ 600
Civilian Payroll	$	x 26 pay periods	$
CASH (U.S. dollars only) or CHECK (payable to Combined Federal Campaign)			$ 20
		GRAND TOTAL	$ 620

CFC organizations do not provide goods or services in whole or partial consideration for any contributions made to the organizations via this pledge card.

DESIGNATED GIFTS: To designate one or more charities or federated groups that appear on the list provided, fill in the charity or federation identification number(s) and annual amount(s) below.

Four Digit Agency Code	Annual Amount
1 2 3 4	$ 100
4 3 2 1	$ 300
F S Y P	$ 220
	$
	$

CHECK ALL THAT APPLY
❑ DO NOT release any information
❑ Release my name only to the charities I designated.
❑ Release my name and contact information to the charities I designated.

X My mailing address is:
PSC#____ CMR# 888 BOX# 7546
❑ APO ❑ FPO 09065 (include AE, AA, AP Number)

X My e-mail address is: someone@world.com

NOTE: If all three boxes are checked, no information will be sent.

Payroll Deduction Authorization

I hereby authorize any agency of the United States Government by which I may be employed during 2005 to deduct the amount(s) shown above from my pay each pay period during the calendar year 2005 starting with the first pay period that begins in January and ending with the last pay period that begins in December, and to pay the amounts so deducted to the Combined Federal Campaign shown above. I understand that this authorization may be revoked by me in writing at any time before it expires.

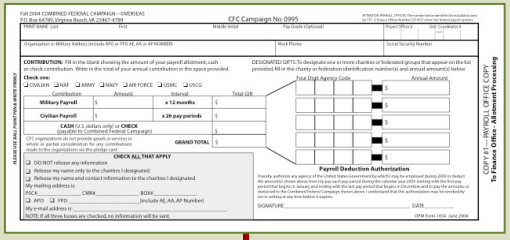
SIGNATURE *Chris F. Contributor* DATE 00/00/0000

OPM Form 1654 June 2004

PLEASE USE BALL POINT PEN & WRITE FIRMLY

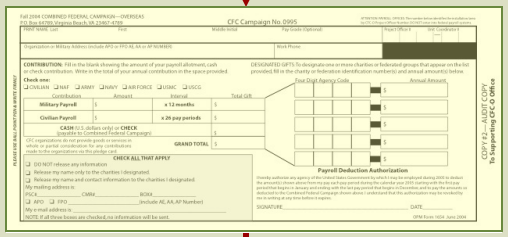
COPY #1 — PAYROLL OFFICE COPY
To Finance Office - Allotment Processing

Pledge Card Processing

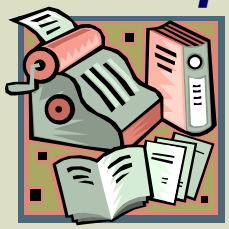


Payroll Allotment C

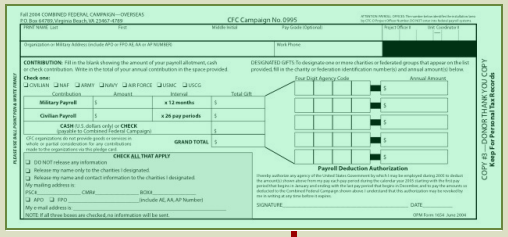
Local Military/Civilian Finance Office



Audit Copy



CFC Auditors



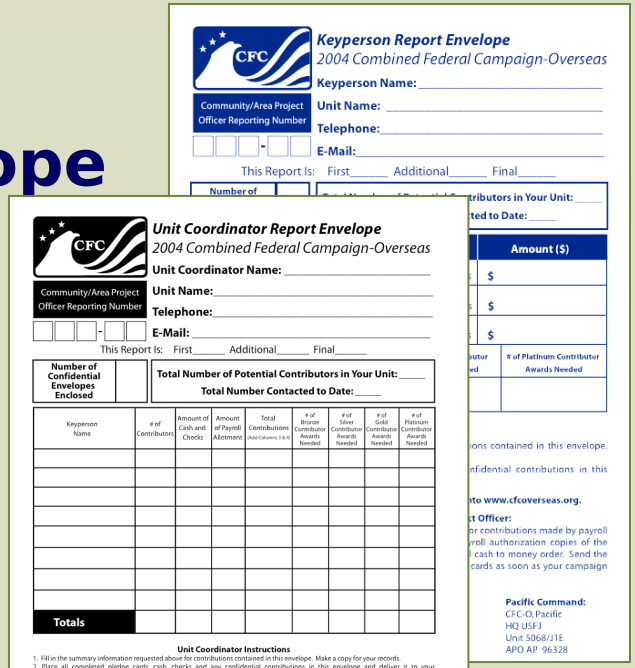
Contributor's Copy

Make a World of Differenc

Reports

racking & Recording

- Keyperson Report Envelope
  - First step from donors
  - Tracks important award information
- Unit Coordinator Report Envelope
  - Consolidates Keyperson Reports
- CAPO Report
  - Consolidates Unit Coordinator Reports
  - The final step



Keyperson Report Envelope
2004 Combined Federal Campaign-Overseas

Keyperson Name: _____
Community/Area Project Officer Reporting Number
Unit Name: _____
Telephone: _____
E-Mail: _____
This Report Is: First_____ Additional_____ Final_____

Amount ($)
$
$
$
# of Platinum Contributor Awards Needed

Unit Coordinator Report Envelope
2004 Combined Federal Campaign-Overseas

Unit Coordinator Name: _____
Community/Area Project Officer Reporting Number
Unit Name: _____
Telephone: _____
E-Mail: _____
This Report Is: First_____ Additional_____ Final_____

Number of Confidential Envelopes Enclosed
Total Number of Potential Contributors in Your Unit: _____
Total Number Contacted to Date: _____

Keyperson Name	# of Contributors	Amount of Cash and Checks	Amount of Payroll Allotments	Total Contributions (Add Columns 3 & 4)	# of Bronze Contributor Awards Needed	# of Silver Contributor Awards Needed	# of Gold Contributor Awards Needed	# of Platinum Contributor Awards Needed
Totals								

Unit Coordinator Instructions
1. Fill in the summary information requested above for contributions contained in this envelope. Make a copy for your records.
2. Place all completed pledge cards, cash, checks and any confidential contributions in this envelope and deliver it to your Community/Area Project Officer (CAPO).

See your Unit Coordinator Guide for more information or log onto www.cfcoverseas.org.

In the absence of a CAPO:
Process all white payroll authorization copies of the pledge cards for contributions made by payroll deduction at the appropriate finance office. Shred all white payroll authorization copies of the pledge cards for contributions made by cash or check. Convert all cash to money order. Send the money order, all checks and all yellow audit copies of the pledge cards as soon as your campaign ends or no later than 31 December 2004 via **Registered Mail** to:

Central, European and Southern Commands:
CFC-O, Europe
Unit 8485
APO AE 09094

Pacific Command:
CFC-O, Pacific
HQ USFJ
Unit 5068/J1E
APO AP 96328

Keyperson Report Envelope

Keyperson Report Envelope

2004 Combined Federal Campaign-Overseas

Keyperson Name: Karen Deason

Unit Name: CFC-O

Telephone: 480-2423

E-Mail: email@world.com

Community/Area Project Officer Reporting Number: 4 4 4 - 0 0

This Report Is: First X Additional_____ Final_____

Number of Confidential Envelopes Enclosed	0

Total Number of Potential Contributors in Your Unit: 25

Total Number Contacted to Date: 22

Method of Contribution	Number of Contributors	Amount ($)
Cash & Checks	5 contributors	$ 100
Payroll Deduction	3 contributors	$ 70
Totals	8 contributors	$ 170

# of Bronze Contributor Awards Needed	# of Silver Contributor Awards Needed	# of Gold Contributor Awards Needed	# of Platinum Contributor Awards Needed
4	3	2	1

Keyperson Instructions

1. Fill in the summary information requested above for contributions contained in this envelope. Make a copy for your records.
2. Place all completed pledge cards, cash, checks and any confidential contributions in this envelope and deliver to your Unit Coordinator.

See your Keyperson Guide for more information or log onto www.cfcoverseas.org.

In the absence of a Unit Coordinator or Community/Area Project Officer:
Process all white payroll authorization copies of the pledge cards for contributions made by payroll deduction at the appropriate finance office. Shred all white payroll authorization copies of the pledge cards for contributions made by cash or check. Convert all cash to money order. Send the money order, all checks and all yellow audit copies of the pledge cards as soon as your campaign ends or no later than 31 December 2004 via **Registered Mail** to:

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CFC-O, Europe
Unit 8485
APO AE 09094

Pacific Command:
CFC-O, Pacific
HQ USFJ
Unit 5068/J1E
APO AP 96328

Contributor Award Tracking

Back of Keyperson Report Envelope

Contributor Award Tracking Form
2004 Combined Federal Campaign-Overseas

Contributor Name	✔ if Bronze Contributor Award Recipient	✔ if Silver Contributor Award Recipient	✔ if Gold Contributor Award Recipient	✔ if Platinum Contributor Award Recipient
Ms. Jane Donor	x			
Scott Contributor		x		
Lt. Mike Giver		x		
Sgt. Mary Nice			x	
Mr. Don Givewell				x
TOTALS	1	2	1	1

Enter the total number of contributor awards needed in the space provided on the front of the envelope.
Make a copy of this form for your records.

Unit Coordinator Report

Unit Coordinator Report Envelope

2004 Combined Federal Campaign-Overseas

Community/Area Project Officer Reporting Number: 4 4 4 - 0 0

Unit Coordinator Name: Frank Coordinator

Unit Name: 2nd Headquarters Group

Telephone: DSN: 480-2423

E-Mail: email@worlnet.com

This Report Is: First x Additional_____ Final_____

Number of Confidential Envelopes Enclosed	0

Total Number of Potential Contributors in Your Unit: 120

Total Number Contacted to Date: 89

Keyperson Name	# of Contributors	Amount of Cash and Checks	Amount of Payroll Allotment	Total Contributions (Add Columns 3 & 4)	# of Bronze Contributor Awards Needed	# of Silver Contributor Awards Needed	# of Gold Contributor Awards Needed	# of Platinum Contributor Awards Needed
Karen Deason	20	$2400	$170	$2570	3	2	1	1
Sgt. T. Brown	17	$1500	$17	$1517	2	1	1	1
Mr. Don Red	30	$2800	$30	$2830	1	2	2	1
Totals	67	$6700	$217	$2830	6	5	4	3

Unit Coordinator Instructions

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Questions

Thank you for your participation …. it will *Make A World of Difference!*